

DD/S&T 5581-66

22 November 1966

MEMORANDUM FOR: Acting Deputy Director for Science and  
Technology

SUBJECT : Discussion of Project Officers Handbook  
with [ ]

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1. I met with [ ] today and reviewed for him in broad outline the objectives and content of the Project Officers Handbook. I left my copy of the Handbook with him and solicited any suggestions or recommendations which he might care to make.

2. In order to complete the preparation of the Handbook for delivery to the printers by the first of the month, I also discussed very briefly the revised format for Form 2416 (attached) which is the paper which collects the Budget Officers' and approval signatures. I pointed out the improvement in that additional details of security information were provided. Marty feels that this form will be OK so far as his division is concerned. I will now proceed to write the descriptions of how this form is to be used for inclusion in the Project Officers Handbook.

3. I briefly mentioned our desire to get incremental schedule and expenditure information in proposals from potential contractors and into the contract data information system. I asked Marty if he could foresee any problems in sending letters to the contractors from Logistics informing them that future proposals should provide this sort of information. Marty feels that advance notification of this type to the contractors would be beneficial, that the Procurement Division would be the appropriate originator of such a letter, and they would be happy to work with us and proceed whenever we felt it was appropriate.

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cc:

[ ]

Executive Officer, DD/S&T

[ ]

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PROJECT TITLE/CRYPT		REQUISITION NO.			
BY/BR		PROJECT OFFICER		PHONE WH REL	
CONTRACTOR		PROPOSAL NO./DATE			
AMOUNT		ALLOTMENT NO.		FUNDS AVAILABLE	
ACTIVITY	CONT. CLASS.	WORK CLASS.	HARDWARE CLASS.	REPORTS CLASS	

APPROVAL

OFFICE		
DISSEMINATE		
AGENCY		

ATTACHMENTS

1. INITIALS	4. SPECIAL INSTRUCTIONS
2. SOURCE SELECTION	
3. GTO	

O/LOGS

DATE	BRANCH	NEGOTIATOR	EXTENSION
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